

# Tenant Improvements Permit Submittal Requirements

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2012 International Residential Code  
2012 International Building Code  
2012 International Mechanical Code  
2012 International/Uniform Plumbing Code  
2012 International Fuel Gas Code  
2012 International Energy Conservation Code  
2012 International Fire Code  
2014 National Electric Code

## **THE FOLLOWING INFORMATION IS NEEDED FOR THE PERMIT REVIEW PROCESS:**

**THREE SETS** of plans, drawn to scale and fully dimensioned with the following details: type of construction, square footage, all room uses labeled; accessible/handicap dimensions for doors, entrances, restrooms etc.; equipment plan for kitchens etc.; suppression and alarm system(s) and a key plan showing the address and location of the suite within any building of more than one tenant and adjacent uses/businesses. One set may be returned as “job set” upon request.

**ONE SET** of spec book(s), structural calculations as needed.

**CODE ANALYSIS** for change in occupancy, large scale projects and assembly uses as follows: codes and design criteria used, type of construction, occupancy groups(s) and loads, exiting requirements and calculations, travel distance, fire protection, suppression and alarm systems etc.

**DESIGN PROFESSIONAL RESPONSIBLE/IN CHARGE** as applicable shall be documented, including the extent of their responsibilities through the construction phase until project completion.

**DOCUMENTS**, as required pursuant to Sections 542B and 544A of the Code of Iowa, shall bear the stamp and signature of all design professionals who shall be licensed in the State of Iowa as determined by the State Code of Iowa or if exempt, the proper form shall be completed and provided. Individual plan sheets may be stamped and signed or cover sheet may be stamped and signed with all pages under design professionals’ purviews noted. At least one set shall be wet seal.

**SPECIAL INSPECTIONS** shall be as required per the 2012 International Building Code Chapter 17 and shall be duly noted on the plans (3rd party inspection required).

**ENERGY REVIEW** documentation showing compliance with the 2012 International Energy Conservation Code and State of Iowa energy requirements. 661 IAC Chapter 303 – note: 3<sup>rd</sup> party verification by energy professionals of installations and/or testing is required.

**FIRE ALARM and SUPPRESSION PLANS** shall be submitted to the Fire Marshal’s office for review and approval. If questions call (515)965-6475.

**HAZARDOUS MATERIALS** commodities (MSDS), quantities and storage systems shall be submitted to the Fire Marshal’s office for review and approval. For questions call (515)965-6475.

**ACCESSIBILITY** for the physically disabled shall be documented as part of the code analysis (in accordance with 2012 IBC & ANSI A117.1 2009). The owner, contractor and developer are also responsible for compliance with the **Americans with Disabilities Act (ADA) and the Fair Housing Act** (ICC/ANSI A117.1). If questions call the Iowa Division of Persons with Disabilities 661 IAC Chapter 302. Phone: (888)219-0471. Web site: [www.state.ia.us/dhr/pd/](http://www.state.ia.us/dhr/pd/)

**STATE AND FEDERALLY FUNDED OR LICENSED PROJECTS** Designers/Owners of state or federally funded or licensed projects should contact the Iowa State Fire Marshal's Office and/or applicable federal agencies regarding review and requirements. Phone: (515)725-6145 web site: [www.dps.state.ia.us/fm/](http://www.dps.state.ia.us/fm/)

**CONTRACTOR REGISTRATION** All contractors must be registered with the State Labor Services Division. Phone: (800)562-4692. Web site: [www.iowaworkforce.org/labor/contractor.htm](http://www.iowaworkforce.org/labor/contractor.htm)

**ELECTRICAL** Electrical work and installations may be done only by contractors licensed by the State of Iowa. For licensing information contact Department of Public Safety. Phone: (800)725-6145. Web site: [www.dps.state.ia.us/fm/electrician/](http://www.dps.state.ia.us/fm/electrician/) Permits are required and are available from the City of Ankeny.

**MECHANICAL & PLUMBING** Mechanical and Plumbing work and installations may be done only by contractors licensed by the State of Iowa. For licensing information contact the Department of Public Health. Phone: (866)280-1521. Web site: [www.idph.state.ia.us/PMSB/](http://www.idph.state.ia.us/PMSB/) Permits are required and are available from the City of Ankeny

**ELEVATORS** Elevator contractors contact the State Division of Labor for approval. Phone: (515)281-5387 or (800)562-4692. Web site: [www.iowaworkforce.org/labor/](http://www.iowaworkforce.org/labor/)

**FOOD ESTABLISHMENTS** contact the Iowa Department of Inspection & Appeals Food and Consumer Safety Bureau. Phone: (515) 281-7102. Web Site: [www.state.ia.us/government/dia/](http://www.state.ia.us/government/dia/)

**ALARMS & FIRE SUPPRESSION SYSTEMS** Contractors and installers working on fire alarm systems, burglar or security alarm systems, medical alarm systems and suppression systems will be required to maintain current state certification and/or licensure. Contact the Department of Public Safety for certification of alarm system contractors and alarm system installers. Phone: (515)725-6145. Web site: [www.dps.state.ia.us/fm/](http://www.dps.state.ia.us/fm/)

**GREASE INTERCEPTORS** Any establishment that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption is considered a Food Service Establishment (FSE) and shall install *at a minimum* a 1,000 gallon outdoor grease interceptor. Ankeny Municipal Code Chapter 101  
For questions concerning grease interceptor(s) and sizing please contact: Wastewater Reclamation Authority (WRA) Phone: (515)323-8000. Web Site: [www.dmmwra.org/asp/industrialbusiness/fogprogram.aspx](http://www.dmmwra.org/asp/industrialbusiness/fogprogram.aspx)